

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



March 24, 1983

ALL-COUNTY LETTER NO. 83-27

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: RCA MANDATORY REFERRAL/SANCTIONING SYSTEM

As you were informed in ACL 82-129 of December 24, 1982, major changes were made in the Refugee Resettlement Program (RRP) as a result of the Refugee Assistance Amendments of 1982 (PL 97-363).

In addition to the changes implemented by ACL 82-129 the Amendments require: 1) as a condition of eligibility for cash assistance, that employable Refugee Cash Assistance (RCA) applicants/recipients register for work and participate in RRP-funded social services programs providing job or language training and 2) termination of the RCA payment when the refugee refuses an offer of employment or fails to participate in training without good cause. In order to comply with these requirements, DSS will be implementing a state-wide RCA Mandatory Referral/Sanctioning System effective April 1, 1983.

Statewide RCA Mandatory Referral/Sanctioning System

The Mandatory Referral/Sanctioning System will include the CWDs and local service providers under contract with DSS for the provision of employment and language training to refugees.

Effective April 1, 1983 CWDs must make mandatory referrals of all nonexempt RCA applicants/recipients to local RRP-funded projects and sanction (terminate the RCA grant) refugees who, except for good cause, fail to register and/or participate in training or refuse a job offer. Under the new refugee services contracts to be effective April 1, 1983, (see attached list of successful bidders) RRP-funded projects must accept mandatory referrals from the CWDs, track those mandatory referrals separately from other persons being served, and document and report nonparticipation/noncooperation and/or refusal of job offers to the CWDs in order that sanctions can be applied.

We are currently in the process of issuing State RCA regulations which encompass the new federal cash assistance requirements and the system described above. It is anticipated that the regulations will be effective April 1, 1983. Implementation instructions will be transmitted to the counties shortly. The following delineates each agency's responsibilities under the RCA Mandatory Referral/Sanctioning System.

Referrals:

CWD Responsibilities:

1. Determination of exemption from mandatory referral.
2. Referral by eligibility workers to the RRP-funded Central Intake Units (CIUs).
3. Only RCA eligibles must be referred.
  - a. New applicants must be referred at initial intake.
  - b. All ongoing cases must be referred to the CIU by September 1, 1983. (1/5 of caseload each month April 1 through September 1, 1983.)

Note: We recognize that some RCA recipients are currently participating in RRP-funded projects or other training projects on a voluntary basis. However, effective April 1, 1983 the county must still make mandatory referrals to the RRP-funded projects in order to document in the case record that the recipient is registered with and participating in the projects and to trigger identification and tracking of the recipients by the providers.

- c. Only the principal wage earner in the FBU (in a husband/wife situation) must be referred on a mandatory basis.
4. Counties must use the four-part carboned Employment Services Providers' CIU - Referral Form (Form RS 3) for referrals. A copy of Form RS 3 was transmitted to counties via ACIN 1-18-83, dated 2/9/83.
  - a. One part must be retained by county for the case file.
  - b. Three parts must be hand-carried by the refugee to CIU.
5. Report change of address to the CIU if the refugee moves.

Central Intake Unit (CIU) Responsibilities:

In each county, one or more RRP-funded projects were selected as the CIU(s) to provide intake services for refugees. Prior to receiving employment services or language and skill training the refugee must be processed by the appropriate CIU. The CIU must:

1. Accept mandatory referrals of RCA applicants/recipients from CWDs.
2. Complete Form RS 3 to register and certify that the refugee reported as directed by the CWD. The form shall only be considered certified and complete if the CIU certification stamp is affixed.
  - a. Two parts must be retained by the CIU for the case file.

- b. One part must be hand-carried by the refugee to the CWD.
3. Determine eligibility for services, assess employability and develop employability plans.
4. Refer refugees to available RRP-funded services projects within the region.
5. Track refugee progress and report nonparticipation/noncooperation or job refusals to the CWDs for follow-up action.
6. Participate in fair hearings when necessary.
7. Transfer case files to other CIUs, as necessary, in the same county when the CWD notifies the CIU the refugee has moved.

Providers of Language and Employment Training Responsibilities:

1. Accept and certify the refugee reported as directed by the CIU using a CIU generated form.
2. Return copies to CIU and retain original in the provider case file.
3. Report to the CIU refugee failure to participate/cooperate in training or to accept employment.
4. Report to the CIU completions of training or job placements.
5. Provide CIU with necessary documentation substantiating noncooperation.
6. Participate in fair hearings when necessary.

Sanctions:

CIU's Responsibilities:

1. Counsel/notify refugee of the implications of noncooperation/nonparticipation within seven working days of the date of refusal to accept a job offer or to participate in appropriate training.
2. Notify CWD within five working days of completing the seven-day counseling period that client failed to accept job offer or to participate in appropriate training.

County Responsibilities:

1. Determine "Good Cause" for nonparticipation/noncooperation and appropriateness of job offers as reported by the CIU's.
2. Give ten-day Notices of Action (cash assistance must be terminated at the end of the month in which the ten-day notice expires).
3. Provide aid pending State hearings where applicable.

4. Discontinue cash assistance in accordance with DSS regulation if the RCA refugee (mandatory referral) does not cooperate.
5. Determine ongoing eligibility for Medi-Cal in accordance with Medi-Cal Eligibility Manual Sections 50183(a)(3) and 50257.
6. Apply sanctions in accordance with Refugee Program regulations.

Note: The Mandatory Referral/Sanctioning System should not be applied to refugee AFDC recipients. Only AFDC Program requirements may be imposed on these persons as a condition of grant eligibility.

#### Food Stamp Program Work Registration/Job Search Requirements

Under the new Food Stamp Program work registration regulations, effective January 1, 1983, refugees who meet the RCA program work registration, employment and employment-directed education/training requirements are exempt from the food stamp work registration requirements.

Additionally, refugees who reside in Food Stamp Job Search Project counties (Alameda, Los Angeles, Orange, Riverside, San Bernardino, San Francisco, and Santa Clara) are also exempt from the food stamp job search requirement if they meet the RCA program work registration/training requirements.

In accordance with Refugee Program regulation all counties in which there are RRP-funded employment-directed education/training projects must participate in the RCA Mandatory Referral/Sanctioning System outlined in this letter. Counties in which there are no RRP-funded projects may be deemed remote for purposes of the RCA Mandatory Referral/Sanctioning System. However, this does not exempt the RCA applicant/recipient from registering/participating in CWD approved employment-directed education/training programs or registering with EDD. Federal approval for designation of certain counties as remote using the above criteria is pending. Counties will be notified as soon as that approval is received.

#### Notice of Action Requirements

Counties are required to issue a Notice of Action in accordance with MPP Section 22-022.1 to RCA cases whose aid payment will be discontinued as a result of these federal program changes. Requests for State Hearing are applicable. If a request for a State hearing is filed prior to the effective date of the discontinuance, aid pending is appropriate.

If you have any questions regarding this letter, please contact your Office of Refugee Services (ORS) CWD Operations Consultant at (916) 322-3141 or (415) 557-8588, as appropriate. If you have any questions regarding Medi-Cal eligibility, please contact your Medi-Cal program Consultant at (916) 445-1797.

Sincerely,



R. E. REICH

Chief Deputy Director

cc: CWDA  
ORR-SF

Attachment

LIST OF SUCCESSFUL BIDDERS BY REGIONREGION A - LOS ANGELES

<u>Contract Number</u>	<u>Provider</u>	<u>Service Component</u>
32089	Joyce Bishton, Director Pomona Adult and Vocational Education 800 South Garey Avenue Pomona, California 91766 (714) 629-2551	ESL ERA VT
		<u>subregion</u>
32085	Carol Porter Los Angeles Unified School District 1646 So. Olive Street Los Angeles, California 90015 (213) 742-7015	ESL-II, V, VI ERA-V ERA-VI VESL VT
		<u>subregion</u>
32076	Marilyn Matthews El Monte Union High School District 3537 Johnson Avenue El Monte, California 91731 (213) 443-9491	ESL-V VT
		<u>subregion</u>
32081	Rev. John H. Wagner, Jr. Lutheran Social Services of Southern California 2468 W. Pico Blvd. Los Angeles, California 90006 (213) 385-2191	CIU-II ERA-II
		<u>subregion</u>
32084	Ben Noodleman Alhambra City High School District 101 South Second Street Alhambra, California 91801 (213) 308-2309	ESL-V
		<u>subregion</u>
32078	Vora Huy-Kanthoul United Cambodian Community, Inc. 11859 Rosecrans Avenue Norwalk, California 90650 (213) 868-0706	ESL-III CIU-I CIU-III ERA-I ERA-III

REGION A - LOS ANGELES

Contract  
Number

Service  
Component

12156      Martin D. Finn, M.D.  
Los Angeles County - Department  
of Health Services  
313 N. Figueroa Street, Room 222  
Los Angeles, California 90012  
(213) 974-7701

HA

32120      Terrence Wiley  
Long Beach Department of Public  
Health  
P. O. Box 6157  
Long Beach, California 90806  
(213) 427-7421

HA

12157      Joan Pinchuk  
Los Angeles County - Department  
of Community Development  
3175 West Sixth Street  
Los Angeles, California 90020  
(213) 738-2916

subregion

32075      May L. To or Vicky Wong  
Chinatown Service Center  
1231 North Broadway  
Los Angeles, California 90012  
(213) 221-4100

ERA-V  
ERA-VI

subregion

32087      James Martois, Project Director  
Long Beach Community College  
District  
4901 Carson Street  
Long Beach, California 90808  
(213) 599-1576

ESL-I  
CIU-I  
ERA-I  
VESL  
VT

subregion

32083      Agnes P. Matica  
International Institute of  
Los Angeles  
435 South Boyle Avenue  
Los Angeles, California 90033  
(213) 264-6210

CIU-V  
ERA-V

32077      Mark M. Mayeda  
Asian Rehabilitation Services, Inc.  
601 South San Pedro Street  
Los Angeles, California 90014  
(213) 623-2313

VT

REGION A - LOS ANGELES

Contract  
Number

Service  
Component

subregion

32088            Don Roth or Lynda Appleton  
                 Hacienda La Puente Unified  
                 School District  
                 15959 E. Gale Avenue  
                 La Puente, California    91744  
                 (213) 968-4638

ESL-V  
ERA-V  
VESL  
VT

32079            Dr. Herbert Hatanaka  
                 Special Services for Groups  
                 1313 West Eighth Street  
                 Los Angeles, California    90017  
                 (213) 484-6222

MHR

subregion

32080            Jose J. Rossier  
                 Catholic Welfare Bureau of the  
                 Archdiocese of Los Angeles  
                 1400 West 9th Street  
                 Los Angeles, California    90015  
                 (213) 385-7211, ext. 210

CIU-II  
CIU-VI  
ERA-II  
ERA-VI

subregion

32086            Marian G. Denson  
                 All Culture Friendship Center  
                 4754 West 120th Street  
                 Hawthorne, California    90250  
                 (213) 679-9014

ESL-IV

subregion

32082            Kerry N. Doi  
                 Pacific Asian Consortium for  
                 Employment  
                 1501 W. Washington Blvd.  
                 Los Angeles, California    90007  
                 (213) 748-8431

CIU-IV  
CIU-VI  
ERA-IV  
ERA-V  
ERA-VI

REGION C - SAN DIEGO

Contract  
Number

Service  
Component

32091 Cynthia A. Jensen  
International Rescue Committee,  
Inc.  
1419 University Avenue  
San Diego, California 92103  
(619) 299-3411

CIU  
ERA

32090 Antonino Catanzaro, M.D.  
The Regents of the University  
of California, UC San Diego  
U. C. Medical Center, San Diego  
225 Dickinson Street  
San Diego, California 92103  
(619) 294-5550

HA  
MHR

32092 Ray M. Lawrence, Principal  
Escondido Union High School  
District  
240 South Maple  
Escondido, California 92025  
(619) 745-1051

ESL

12158 William Montepagano  
County of San Diego, Department  
of Social Services  
733 Eighth Avenue  
San Diego, California 92101  
(619) 230-2366

ESL  
CIU  
ERA  
VESL  
VT



REGION D - SANTA CLARA

<u>Contract Number</u>		<u>Service Component</u>
32095	Jane Yamamoto Catholic Social Service of Santa Clara County 2175 The Alameda San Jose, California 95126 (408) 249-2541	ERA
32097	Bart Charlow or Kay Ueno Adult and Child Guidance Clinic of Santa Clara County, Inc. 950 W. Julian Street San Jose, California 95126 (408) 292-9353	MHR
12161	Jim Powell Santa Clara County Health Department Refugee Health Services Program Health Protection Division 2200 Moorpark Avenue San Jose, California 95128 (408) 279-6970	HA
32098	Allan Seid, M.D. Asian Americans for Community Involvement of Santa Clara County, Inc. 1249 North First Street San Jose, California 95112 (408) 998-1544	SA
32096	Dr. Nguyen Van Canh Association of Cultural and Social Advancement 127 N. 4th Street San Jose, California 95112 (408) 286-0222	VESL VT
32093	Paul Arnold, Project Director San Jose Regional Programs San Jose Unified School District 1605 Park Avenue San Jose, California 95126 (408) 998-6361	ESL CIU ERA VESL VT

REGION D - SANTA CLARA

Contract  
Number

Service  
Component

32094

Richard A. Barbier  
Milpitas Unified School District  
1331 Calveras Blvd.  
Milpitas, California 95035  
(408) 943-2388

ESL  
ERA  
VESL  
VT

REGION E - SAN FRANCISCO

<u>Contract Number</u>		<u>Service Component</u>
32099	Michael Huynh, Executive Director Center for Southeast Asian Refugee Resettlement 121 Leavenworth Street, 2nd Floor San Francisco, California 94102 (415) 885-2743	CIU ERA VESL VT
32100	Chui Lim Tsang Chinatown Resources Development Center, Inc. 615 Grant Avenue, 4th Floor San Francisco, California 94108 (415) 391-7583	ERA VESL VT
32102	Cathleen Gretenhart Catholic Social Service/Catholic Charities of San Francisco 50 Oak Street San Francisco, California 94102 (415) 775-4951	ERA HA
32103	Audrey K. Doughty International Institute of San Francisco 2209 Van Ness Avenue San Francisco, California 94109 (415) 673-1720	SA
32104	Laurent Broussal, President San Francisco Community College District International Training Project 33 Gough Street San Francisco, California 94103 (415) 239-3018	ESL
32101	Sandy Napombejra Young Men's Christian Association of San Francisco 220 Golden Gate Avenue San Francisco, California 94102 (415) 441-7795	ESL ERA VESL VT

REGION F - ALAMEDA/CONTRA COSTA

<u>Contract Number</u>		<u>Service Component</u>
32135	Tony C. Leong, Jr., Ph.D. Asian Community Mental Health Services 310 8th Street, Suite 201 Oakland, California 94607 (415) 451-6729	MHR
32106	Mr. Jan Stephens or Ms. Zoe Borkowski Catholic Charities, Diocese of Oakland and International Institute of the East Bay 433 Jefferson Street Oakland, California 94607 (415) 843-5667 (Jan Stephens) (415) 451-2846 (Zoe Borkowski)	ERA HA ESL VESL
32109	Judy Teng Oakland Chinese Community Council 310 8th Street, Suite 215 Oakland, California 94607 (415) 893-5076	ESL VESL VT ERA
12159	Kathy Vida Alameda County Social Services Agency 401 Broadway Oakland, California 94607 (415) 874-5512	CIU ERA SA
32110	Janet Tiffaney Peralta Community College District 333 East 8th Street Oakland, California 94606 (415) 834-4890	ESL
32107	Charles A. Priest Contra Costa Superintendent of Schools 75 Santa Barbara Road Pleasant Hill, California 94523 (415) 944-3448	CIU ERA VESL VT

REGION F -- ALAMEDA/CONTRA COSTA

Contract  
Number

Service  
Component

32110

Robert G. Lum, Ph.D  
Asian Community Mental Health  
Services  
310 8th Street, Suite 201  
Oakland, California 94607  
(415) 451-6729

SA  
MHR

REGION G - SACRAMENTO

<u>Contract Number</u>		<u>Service Component</u>
32113	June E. Otow Health For All 2210 16th Street Sacramento, California 95818 (916) 446-6012	HA
32111	Bette Flores Catholic Social Services An Agency of Catholic Community Services, Inc. 5890 Newman Court Sacramento, California 95819 (916) 452-5211	ESL CIU ERA
32112	Virgil H. Price, Principal Sacramento Unified School District 1619 N Street Sacramento, California 95814 (916) 454-8753	ESL ERA VESL VT
32114	Xia Kao Vang or By Khang Lao Family Community, Inc. of Sacramento 5925 39th Street Sacramento, California 95824 (916) 454-8717 (Xia Kao Vang) (916) 454-3021 (By Khang)	HA

REGION H-1 - SAN JOAQUIN

Contract  
Number

Service  
Component

32115      Faith Boucher  
            Catholic Charities, Diocese  
            of Stockton  
            2451 Country Club Blvd.  
            Stockton, California    95204  
            (209) 948-1554

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REGION H-2 - STANISLAUS

32116      Faith Boucher  
            Catholic Charities, Diocese  
            of Stockton  
            2451 Country Club Blvd.  
            Stockton, California    95204  
            (209) 948-1554

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VESL  
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REGION I - FRESNO

<u>Contract Number</u>		<u>Service Component</u>
32119	Joe Williams Fresno County Economic Opportunities Commission 2100 Tulare Street, Room 313 Fresno, California 93721 (209) 485-8340	CIU ERA
32118	Debbie Ramirez Nationalities Service of Central California 325 Crocker Building Fresno, California 93721 (209) 327-0851	HA SA MHR
32121	Michael S. Jones Proteus Adult Training, Inc. Central Administration 321 S. Bridge Street Visalia, California 93279 (209) 733-5423	VT
32117	Donald McClom Fresno Adult School Fresno Unified School District 2305 Dakota Avenue Fresno, California 93706 (209) 441-3272	ESL ERA VESL VT
12155	Carol T. MacLennan Merced County Employment and Training Department 1020 West Main Street Merced, California 95340 (209) 726-7324	CIU HA VESL MHR



REGION K - MONTEREY

Contract  
Number

Service  
Component

32126            Betty Ward, Resettlement Program  
                 Director  
                 Catholic Charities, Catholic  
                 Resettlement, Diocese of  
                 Monterey  
                 580 Fremont  
                 Monterey, California    93904  
                 (408) 375-0216

ERA

32125            Sharon Miller  
                 Salinas Union High School District  
                 431 W. Alisal Street  
                 Salinas, California    93901  
                 (408) 757-3931

ESL  
VESL  
VT

32124            Ronald C. Kurtz  
                 Refugee Services Program of the  
                 Monterey Bay Counties  
                 1760 Fremont Blvd., Suite B-6  
                 Seaside, California    93955  
                 (408) 394-9112

CIU  
ERA

REGION J - RIVERSIDE/SAN BERNARDINO

<u>Contract Number</u>		<u>Service Component</u>
32123	Samuel E. Christley Catholic Charities, Diocese of San Bernardino 568 North Mt. View Avenue Suite 210 San Bernardino, California 92401 (714) 888-7711	HA
12160	E. Jane Harnish Riverside County on Behalf of the Department of Public Social Services 4129 Main Street, Room 304 Riverside, California 92501 (714) 369-4286	ESL CIU ERA SA
32122	Art Olguin Chaffey Community College District 5885 Haven Avenue Alta Loma, California 91701 (714) 987-7151	ESL CIU ERA VESL VT

REGION L - SONOMA

Contract  
Number

Service  
Component

32127

Don Eiten  
Indochinese American Council,  
An Affiliate of American  
Council for Nationalities  
Service (ACNS)  
576 B Street  
Santa Rosa, California 95401  
(707) 542-3773

ESL  
CIU  
ERA

32128

Douglas Powers, Deputy Director  
Buddhist Council for Refugee  
Rescue and Resettlement  
City of Ten Thousand Buddhas  
P. O. Box 217  
Talmage, California 95481  
(415) 621-5205  
(707) 468-9155

ESL  
ERA

REGION M - SANTA BARBARA/VENTURA

Contract  
Number

Service  
Component

32130            Veldon Law, Ph.d  
                 Santa Barbara Continuing  
                 Education  
                 Santa Barbara Community College  
                 District  
                 310 W. Padre Street  
                 Santa Barbara, California    93105  
                 (805) 687-0812

ESL  
VESL

32129\*           Jose J. Rossier  
                 Catholic Welfare Bureau  
                 Archdiocese of Los Angeles  
                 1400 West 9th Street  
                 Los Angeles, California    90015  
                 (213) 385-7211, ext. 210

CIU  
ERA  
HA  
SA

\*Refer to Contract Number 32080 as contracts are combined.

REGION N - SAN MATEO

Contract  
Number

Service  
Component

32133

Ms. Cuba Miller  
Sequoia Union High School District  
Sequoia District Adult School  
Broadway and Brewster  
Redwood City, California 94063  
(415) 369-6809

ESL

32132

Sharon A. Wemple, Executive Director  
Opportunities Industrialization  
Center West, Inc.  
1100 O'Brien Drive  
Menlo Park, California 94025  
(415) 322-8431, ext. 20

VT

32131

Michael Huynh, Executive Director  
Center for Southeast Asian  
Refugee Resettlement  
121 Leavenworth Street, 2nd Floor  
San Francisco, California 94102  
(415) 885-2743

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